

**Saratoga County Soil & Water Conservation District**

50 West High Street Ballston Spa, NY 12020

**Minutes of Phone Meeting 03/25/2020**

**In Attendance:**

**District Directors:**

Victoria Garlanda – At Large  
Jay Matthews – At Large Farmer  
Donald Monica - Chairman  
Darren O'Connor – Legislator  
Steven Ropitzky – Vice Chairman

**District Staff:**

Lewis, Dustin – District Manager  
McCarthy, Shannon – Office Manager

Regrets: Jennifer Koval, Edward Kinowski

Meeting called to order at 3:03pm by Chairman D. Monica

1. **Minutes of February 2020 Meeting:** Motion to approve by O'Connor, seconded by Ropitzky, carried unanimously.
2. **February 2020 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Ropitzky, seconded by Garlanda, carried unanimously.
3. **Old Business:**
  - a. **T&S 2020:** Over 100 orders received, phone orders not being taken due to office being closed but email & mail response has been great.
  - i. **Wages for T&S Workers 2020:** A motion was made by Ropitzky, seconded by O'Connor, carried unanimously to pay T&S returning workers \$12.25 an hour, new T&S workers \$11.80 an hour.
  - b. **Envirothon 2020:** Might be canceled, State asked that Districts hold off deciding until they figure out if they are able to hold competition at State level.
4. **New Business:**
  - a. **Sale of 2018 Chevy:** A motion was made by O'Connor, seconded by Garlanda, carried unanimously to sell the 2018 Chevy.
5. **Other Business:**
6. **Correspondence: (Attachment D)**
7. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, April 15, 2020 at 3:00pm. Meeting adjourned by Chairman at 3:09pm.

Respectfully submitted: \_\_\_\_\_  
Shannon J. McCarthy, Secretary Donald Monica – Chairman

**ATTACHMENT A:**

Saratoga County SWCD								
Receipts and Disbursements								
February 2020								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Knight's	Roadside Erosion	Koval CAFO	Welcomstock CAFO
<b>BOOK BALANCE as of 01/31/2020</b>	<b>\$56,186.77</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$1,846.23</b>	<b>\$182.21</b>	<b>\$97,294.50</b>	<b>\$322,838.02</b>	<b>\$260,110.75</b>
<b>RECEIPTS</b>								
District Tree & Shrub Program	\$2,408.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$4.20	\$0.00	\$0.00	\$0.07	\$0.00	\$0.00	\$102.32	\$82.44
Bird/Bat Item Sales	\$70.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Fees	\$3,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$48.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$7,096.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102.32</b>	<b>\$82.44</b>
<b>DISBURSEMENTS</b>								
Office Manager	\$2,969.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,961.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,780.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$798.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto, Field and Liability Insurance	\$4,304.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$131.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,471.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,065.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$25,726.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BOOK BALANCE as of 02/29/2020</b>	<b>\$37,556.03</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$1,846.30</b>	<b>\$182.21</b>	<b>\$97,294.50</b>	<b>\$322,940.34</b>	<b>\$260,193.19</b>

## ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
February 2020			
	BUDGET 2020	ACTUAL FEB 2020	ACTUAL JAN - FEB 2020
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$40,000.00	\$2,408.29	\$2,408.29
Fish Stocking Program Sales	\$3,000.00		\$0.00
Interest	\$100.00	\$4.20	\$10.63
Sales	\$775.00	\$3,395.10	\$3,483.60
Sale of Equipment	\$28,000.00		\$26,600.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00	\$1,240.00	\$1,440.00
Sales Tax Credit	\$0.00		\$0.00
Fees	\$7,500.00		\$0.00
County Appropriation	\$125,886.60		\$0.00
State Grants	\$50,000.00		\$0.00
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$48.61	\$48.61
<b>TOTAL RECEIPTS</b>	<b>\$423,261.60</b>	<b>\$7,096.20</b>	<b>\$33,991.13</b>
	BUDGET 2020	ACTUAL FEB 2020	ACTUAL JAN - FEB 2020
<b>DISBURSEMENTS</b>			
Directors Per Diem for Meetings	\$1,200.00		\$0.00
Office Manager	\$38,742.63	\$2,969.40	\$5,641.86
District Manager	\$64,754.73	\$4,961.60	\$9,427.04
Field Technician (Senior)	\$49,041.06	\$3,757.60	\$7,139.44
Field Technician	\$39,445.66	\$3,022.60	\$5,742.94
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$3,000.00		\$0.00
Motor Vehicle Equipment	\$35,000.00		\$0.00
Field Equipment	\$2,000.00		\$0.00
District Trees Expenses	\$30,000.00		\$6,905.79
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$125.00	\$297.71
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00		\$0.00
Employees Travel/Training	\$3,500.00	\$798.45	\$885.45
Telephone/Internet	\$3,200.00	\$120.00	\$240.00
Office Supplies	\$3,000.00		\$759.98
Meeting Expenses	\$750.00		\$0.00
Educational Expenses	\$750.00		\$500.00
Auto/Field/Liability Insurance	\$4,500.00	\$4,304.18	\$4,304.18
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,421.84
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$1,000.00		\$7.50
Bird Item Expenses	\$750.00		\$0.00
Credit Card Fees	\$1,000.00	\$131.23	\$131.23
Part C Project Materials	\$20,000.00		\$0.00
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00		\$83.85
Health Insurance	\$56,727.52	\$4,471.84	\$8,943.68
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$1,065.04	\$2,017.54
Sales Tax Disbursement	\$800.00		\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$423,261.60</b>	<b>\$25,726.94</b>	<b>\$55,550.03</b>
<b>NET TOTAL</b>	<b>(\$0.00)</b>	<b>(\$18,630.74)</b>	<b>(\$21,558.90)</b>

## ATTACHMENT C:

MARCH 2020 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	31	Andrea James	Mileage - February 2020	\$57.50	03/26/20	10042	\$57.50	\$0.00
General	32	Staples	Office Supplies	\$67.67	03/05/20	10039	\$67.67	\$0.00
General	33	Washington County SWCD	NYS CDEA Silent Auction Donation 2020	\$20.00	03/05/20	10038	\$20.00	\$0.00
General	34	Blueshield of NENY	Health/Dental - March 2020	\$5,260.98	03/05/20	10032	\$5,260.98	\$0.00
General	35	Warren County SWCD	Reimbursement for Expenses	\$78.00	03/26/20	10051	\$78.00	\$0.00
General	36	De Lage Financial	Copier Lease - March 2020	\$125.00	03/26/20	10047	\$125.00	\$0.00
General	37	Jim Smith	Bluebird Boxes & Kits	\$115.00	03/26/20	10044	\$115.00	\$0.00
General	38	The Hartford	Disability Insurance (Jan - March 2020)	\$17.76	03/26/20	10048	\$17.76	\$0.00
General	39	Meadowview	T&S 2020	\$5,644.69	03/26/20	10049	\$5,644.69	\$0.00
General	40	Alpha Nurseries	T&S 2020	\$3,163.22	03/26/20	10046	\$3,163.22	\$0.00
General	41	Ammon Nursery	T&S 2020	\$4,628.87	03/26/20	10045	\$4,628.87	\$0.00
General	42	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$6.00	03/26/20	10050	\$6.00	\$0.00
General	43	Bank of America (Scott's Card)	Car Wash	\$27.00	03/26/20	10043	\$27.00	\$0.00
TOTAL VOUCHERS				\$19,211.69			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance April 2020	\$5,260.98				
TOTAL				\$5,260.98				

**ATTACHMENT D:**

**CORRESPONDENCE - Saratoga County SWCD**  
**March 24, 2020**

**E-Mailed:**

- Important notice!!!! Please read & be aware
- State Soil and Water Conservation Committee Meeting - February 25, 2020 Agenda and December 2019 Draft Minutes
- Memorandum of Opposition
- Mohawk Sediment and Debris Reduction Grant for Training
- CRF BMP spreadsheet
- Conservation Clips - Brought to you by NACD: 02/21/2020
- DiNapoli discusses NY ABLE Program at Family Residences and Essential Enterprises (FREE)
- 2019 Performance Measure Evaluation Report review starting 2/25
- CRF Round 5 applications due
- eResource-This Week's NACD News Briefs: 02/25/2020
- Contract and CFP Clarifications (AEM Base R16 used as an example)
- NACD 2020 Resolutions Reports
- NACD Forestry Notes: 02/27/2020
- State Comptroller DiNapoli Reports on Local Government Finances
- Conservation Clips - Brought to you by NACD: 02/28/2020
- RE: RFA 0181 - Source Water Buffer Program - Webinar Series Part 4 available on Sharepoint
- Application AEM Leopold award 2020
- Deadline for Questions
- eResource-This Week's NACD News Briefs: 03/03/2020
- Question.....NYS Envirothon.....Portfolios
- WQS Annual Report and Bylaws
- 2020 District Directory
- Conservation Clips - Brought to you by NACD: 03/06/2020
- NYSDEC Environmental Excellence Awards
- NYS CDEA Fish On Challenge!
- Bill on The Floor- from NYSCDEA
- March 2020 SWCC Report
- Comptroller DiNapoli on the Importance of the 2020 Census
- Wyoming County Annual Report
- eResource-This Week's NACD News Briefs: 03/10/2020
- NEW YORK STATE AGRICULTURE COMMISSIONER ANNOUNCES NEW AGRICULTURAL ENVIRONMENTAL MANAGEMENT-LEOPOLD CONSERVATION AWARD
- Schenectady County SWCD District Manager Vacancy Announcement
- Conservation Clips - Brought to you by NACD: 03/13/2020
- NRCS NY Training - Working Effectively with American Indians Announcement
- MWS 2020 - Cancelled / Postponed
- DiNapoli Highlights New Search Option on Open Book New York
- NACD Forestry Notes: 03/16/2020
- The 2019 NACD Annual Report is here!
- NYS Envirothon Event
- Tree program
- eResource-This Week's NACD News Briefs: 03/17/2020
- Message to state leaders on TA#3 grants
- Space Available for NACD March2020 U&C Webinar
- NYS SWCC Cost Share Program Extended Deadlines
- SWCD/SWCC emergency plans related to COVID-19
- Envirothon local/regional/state
- SWCD Hourly Rate Recommendations for SFY 20-21
- USDA OFFICE OPERATIONS
- Conservation Clips - Brought to you by NACD: 03/20/2020
- National Conservation Partnership Message on COVID-19
- USDA OFFICE OPERATIONS \*\*\*UPDATE\*\*\*
- DiNapoli Shares a Message Concerning the Coronavirus
- Further Guidance from the NYS Empire State Development regarding Executive Order 202.6
- Round 26 AGNPS Q and A Updated
- RFP0214. Implementation of High-Efficiency Agricultural Irrigation Water Management Systems